



## STAFF SERVICE CONDITIONS



**SHRI SHAKTI DEGREE COLLEGE**  
SANKHAHARI, GHATAMPUR, KANPUR NAGAR-209206

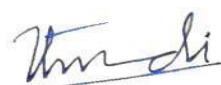
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## Preface

Any institution with ambition of quality quest must see that employees at every level may be teaching or non-teaching, are not only professionally involved but they are emotionally involved in the process of achievement of Vision and Mission. A feeling of participative management is not important only with staff view point but more view point of quality enhancement and quality sustenance also.

Availability of adequate infrastructural facilities, equal responsiveness from all stakeholders and clear roadmap by way of unambiguous Vision and Mission are important factors for motivating the continuous and reliable quality growth. Optimum utilization of limited resources for maximization of quality output can never be possible by one man show or by rough and tough attitude but is very easily attainable through the collective efforts and inner desire from every corner. Group responsibility instead of 'one man show' with quality quest is the foundation of 'Quality' where instead of people-using philosophy, people developing philosophy is greatly encouraged. With this view, Institution has brought out this revised collection of codified staff service conditions which we hope, would be effective step for the ideal education.

**Date: 26 June, 2022**



**Manager**

## GENERAL

As per clause 9(c ) (b) of bye-laws of Shri Shakti Shikshan Sansthan, recruitment of employees, their salary fixation, payment of salary ,promotion, suspension and termination etc. are within the powers of the Manager of the Institution. In view of this clause, the Managing Committee of the College has been discussing from time to time about service conditions of the employees. During the course of deciding service conditions, directives of State Government/University/UGC have been kept in mind. It has therefore been decided to have a clear policy to the extent it is possible about service conditions of employees so that every employee may be well aware about these conditions. With that view also, it was decided to have institution`s own codified service conditions It has also been decided that these service conditions would be amended from time to time as and when requires.

## Classification of Employees

All Employees would be classified into two categories i.e. teaching staff and non-teaching staff. Staff under first category would be designated as under as per nature of their appointment:-

- 1) Principal
- 2) Assistant Professor

## Staff under second category, would be designated as under:-

- 1) Accountant
- 2) Assistant Accountant
- 3) Office Assistant

- 4) Librarian
- 5) Assistant Librarian
- 6) Lab Assistant
- 7) Driver-Cum-Supporting Staff
- 8) Supporting Staff
- 9) Guard
- 10) Cleaner

## **Recruitment**

The vacancies of every category would be advertised in two local newspapers with wide circulation as per rule of State Government/University/UGC .All the applications received in response to this advertisement would be short listed and would be interviewed by a panel formed by affiliating University. Candidate would be permitted to join on contract basis only after receipt of approval letter from University. After the expiry of first employment contract as per affidavit signed by Asst. Professor, he may apply a fresh to the Manager expressing his willingness to continue as such .The Manager may extend the contract provided he is satisfied with work and no compelling situation is in the way.

However, any statutory provision would prevail upon any institutional provision as regard to renewal of employment continued. In case, any party does not want to continue the contract, that may be done at any time i.e. during or after expiry of contract period. Aggrieved staff may represent before manager to review the decision within-15-days from the date of revocation of contract. If staff is not satisfied with review decision, an appeal may be preferred within next -15- days before a sub-committee of -3-Managing Committee Members whose names are placed on Notice Board in College

Gallery. Discontinuation of employment as above would not amount to any disciplinary action or punishment as such employment is based on contractual relationship.

## Salary

Every employee would be paid salary as per directives of State Government/University/UGC. So long, no clear directives are issued by competent authority, salary would be decided as per negotiation between Management and Concerned Staff.

Conveyance facility given to any staff for “Up-Down” through college- vehicle would be an additional and would be treated as a part of salary. Salary would be paid only through bank before 7<sup>th</sup> of succeeding month. In case, in any month, it is not possible to pay salary in full or in part within above period, advance intimation would be given to staff. Institution may pay salary even for summer vacation only to approved teaching staff except in case of any such teaching staff where term of appointment does not permit so. But salary for the month of April, May and June would be paid along with salary of July, August and September respectively only to those teaching staff members who would actually continue in next session. However, any such staff may be assigned any work relating to preparation for next session and /or he may be required to report for duty any time in the college in case of any other academic need during summer vacation also. Non-compliance to the reasonable instruction as above, may disentitle for the salary for summer vacation on pro-rata basis.

For any deduction from salary, Management would inform to employee in advance by way of providing privilege of Natural Justice wherever so required.

## **ProvidentFund**

Institution is deducting P.F. @ 12% from the salary of every employee as per P.F. rule.

## **Reservation Policy**

Institution would observe Reservation Policy of Central/State Government if so is applicable to self-financing institution.

## **Leave Rules**

Every employee would proceed on any kind of leave only after sanction by institution. In case, it is not possible due to casual/exceptional case, atleast information must be given through mobile or any other first available source. However, such employee must submit leave application on the date he/she comes back from leave. Simply oral message about not coming to college does not mean sanction of leave with salary. Non-compliance of this rule would compel the management to treat absence as unauthorized and to deduct the pro-rata salary. Management still will have right to take disciplinary action in such cases as such absence dislocates teaching-learning schedule.

An employee will be eligible for:-

- Casual leave 8 days or as per university guidelines in a session (BTC lecturers are entitled for 14-days casual leave as per DIET guidelines)
- Medical Leave on half-pay 10-Days in a Session
- Special Leave 1.) 8 days in case of own marriage  
2.) Upto-13-days in case any employees its to perform after death customary duties relating to his parents.
- Duty Leave As and when deputed by college for any period or in case of injury on-duty
- Maternity Leave 30-days but only two times in service period.
- Study Leave without pay For acquiring any professional degree or for conducting any project work assigned by a recognized institution.
- Incentive Leave Upto-4-days

For medical leave up to -2 days, medical certificate may not be pressed by the management but for remaining -8- days, medical certificates, photocopies of doctors prescription, receipt of medical stores, pathological tests evidences etc may be demanded. Casual leave will not be permitted to avail for more than 4

days at a time. In case of sickness for more than 10 days, leave without pay may be sanctioned provided it is supported by medical certificate and other demanded evidences.

An employee running absent for more than 7 days without information may be treated as on authorized absence and management would be free to take suitable action against him in addition to pro-rata salary deduction. The arrangement of attending the duty on Sundays and holidays by the guard would be decided with his consent from time to time.

### **Short Leave**

Institution has a provision for 2 short leave in every month for salary with drawing. In case of any emergency, one more short leave per month for not more than-2 hrs shall be permitted. Every short leave would be availed after proper leave application, sanction by competent authority and after proper entry in Short Leave Register kept in office.

### **Medical Aid**

Institution provides for medical aid(interest free) upto Rs. 5,000=00 to meet expense of admission of self, wife, unmarried and unemployed son/daughter/ dependent parents with no income of their own .This amount would be recoverable in ten equal installments from salary for which no consent of employee would be required.

### **Loan Facility**

Teaching staff may be granted loan equal to one month's salary with maximum of equal to 2 months salary on humanitarian ground and on need basis.

Non- teaching staff may be granted loan up to the amount equal to 3 times salary. Any fresh loan will be granted two months after the liquidation of earlier loan, if so.

## **Uniform (Subject to financial condition)**

In consultation with all members of non-teaching staff, it has been agreed that they would come on-duty only in prescribed uniform. However, colour etc of the uniform would be decided by non-teaching staff members unanimously through mutual discussions amongst themselves and management would be informed suitably. The institution would provide two sets of uniform every year alternate at the end of October. However, blazer or sweaters would be provided once in five years.

## **Retirement**

All the employee would be retiring at the age fixed by UGC/State Govt./ University. At present, retirement age is -60- years. Management would settle all the claims of retiring employee including P.F. on the date of retirement as far as possible.

## **Compensatory Leave**

If an employee is required to come and perform college duties on any Sunday or holiday, compensatory leave may be availed by him.

## **Welfare / Motivation Measures**

Motivation is the word derived from the word 'motive' which means needs, desires, wants and which is the process of stimulating people to actions to accomplish the goals.

One of the most important functions of management is to create willingness amongst the employees to perform to the best of their abilities.

Characteristics of motivation areas follow:-

- Motivation is personal and internal feeling.
- Motivation is continuous process.

- Human needs are interrelated and influence human behavior in different ways.
- Motivation causes goal-directed behavior.

Keeping in view of above, following welfare and incentive measures have been agreed to provide. These are in addition to service conditions mentioned earlier.

- 1.) Performance-Linked Salary:** Management may grant increase in salary to any employee for his\her contribution to institution.
- 2.) P.F.-Linked Insurance:** Under this scheme, employee contributing towards P.F., would be covered .
- 3.) E.S.I Policy**
- 4.) Medical Aid:** Institution would bear all expenses in case of injury on duty and would also grant duty leave for reasonable time.
- 5.) Special Contribution:** In case of any special contribution for the quality improvement of the institution, appropriate incentive including appreciation letter would be given. For incentive of any kind, decision will be taken by Incentive Committee.
- 6.) Concept of Mahavidyalaya Pariwar:** This concept is based on Mutual–Trust, Mutual–Respect and Mutual–Cooperation. Every stakeholder is the member of this pariwar and everybody would care and share in pain and pleasure of others. To encourage the employees to contribute for the development of the institution, one representative of teaching and non-teaching staff both would represent in college governing body and also in IQAC.

**7.) Representation in Sub-Committees:** Institution would give representation on rotation to teaching and non-teaching staff in sub-committees to encourage the feelings of responsibility and loyalty to the institution.

## **Professional Development**

**Following measures have been decided for professional development of teaching staff:-**

- 1) To grant duty leave and full salary for the period of orientation and refresher courses.
- 2) To pay travelling expenses and to grant duty leave for attending recognized seminar/ workshops.
- 3) To provide internet facility.
- 4) To encourage for community orientation.
- 5) To provide cash incentive of Rs.5000.00 for publication of each research article in national and international journal and Rs. 10000.00 for any book publication.
- 6) To grant duty leave for arranging seminar/workshop on behalf of the institution.
- 7) To provide appropriate facilities like seed money, time off, internet, teaching schedule arrangement and leave for conducting recognized research work.
- 8) Appropriate increase in salary after acquiring degree of Ph.d./M.Phil. during employment tenure here.

**Following measures have been decided for non-teaching staff:-**

- i. Allowance of Rs.500/- pm would be granted for performing their duties through computer.

- ii. They would be granted duty leave for attending any training program conducted by recognized institution.
- iii. In-place arrangement for training relating to work culture would be made time to time.
- iv. Responsibilities would be assigned to organize any function or community related activities to develop organizing and leading ability.
- v. Time-off would be given to gain the knowledge of English communication and working on computer.

## **Work Distribution**

Distribution of work and responsibilities would be done by the principal in consultation with teaching and non-teaching staff members.

## **Disciplinary Proceedings**

Management may take disciplinary action against an employee for committing misconduct subject to the rule/regulation framed by any statutory authority. Following acts would constitute misconduct :-

- 1- Any act constituting to fraud, forgery, misappropriation, manipulation
- 2- Disobedience of lawful and reasonable instruction of competent authority
- 3- Absence for more than 7-days without permission
- 4- Irregular attendance
- 5- Negligence towards work
- 6- Any act against the image and reputation of institution and its representative or employee
- 7- Lack of courtesy or indecent behaviour
- 8- Non-co-operation in smooth conduct of education

- 9- Concealment of any fact
- 10- Instigating any one against the interest of institution
- 11- Using filthy, derogatory, caste or gender related unwanted comments hurting the sentiments of any stakeholder.
- 12- Unsatisfactory work.
- 13- Willful violation of any service condition
- 14- Breach of any law, rule, regulations of institution or any statutory body.
- 15- Misuse of any facility granted by institution.

Above acts are only illustrative and not exhaustive. Any disciplinary action would be taken only after providing privilege of natural justice.

In case of any one or more than one proved misconducts, management may terminate the contract, reduce salary, defer the payment of salary for not more than one month or may give warning. In every case, employee would be given the privilege of natural justice. In exceptional case, management may suspend an employee pending enquiry in-to allegations but the process of such enquiry must be completed within a reasonable period and enquiry must be fair, transparent and free from colorable exercise of powers. Suspension pending enquiry does not amount to punishment.

Provision is also available to make an appeal within a period of 15 days from the date of punishment decision. An appeal may be preferred before three members committee formed consisting of members of managing committee.

## Conclusion

Institution expects that all employees irrespective of category would be loyal to their commitment and would work for the qualitative growth of institution. Our employee would contribute to achieve vision and mission of the institution with an emotional feeling of oneness and ownness. Management would also be very much responsive and would take all necessary steps to provide required comforts by way of salary and otherwise. Management and employee would work on caring and sharing basis to strengthen the concept of “Mahavidyalaya Parivar” through mutual- trust, mutual- respect and mutual co-operation.

## Term

The service conditions codified as herein before would remain in operation for a period of five years i.e. up to 25<sup>th</sup> June, 2027 and would be reviewed thereafter subject to any instructions from State Government/University/UGC. Service Condition may be modified time-to-time as per need in the interest of Institution and Staff.

### APPROVED BY MANAGING COMMITTEE OF SHRI SHAKTI DEGREE COLLEGE

- 1) Shri R.N.Mishra
- 2) Shri Vinay Trivedi
- 3) Shri Bipin Chandra Mishra
- 4) Shri R.C.Shukla (Representative–Shri Shakti Shikshan Sansthan)
- 5) Shri Vivek Trivedi (Representative–Shri Shakti Shikshan Sansthan)
- 6) Shri Shobhit Kamal Srivastava
- 7) Shri Yogesh Kumar Tripathi
- 8) Principal

**9) Teaching Staff Representative**

**10) Non-Teaching Staff Representative**

**Date: 26 June, 2022**